



Waterville Police Department

1 Common Street
Waterville, Maine 04901-6699

Joseph P. Massey
Chief

Charles J. Rumsey IV
Deputy Chief

You are applying for a concealed firearms permit with the City of Waterville. Please provide the following information to complete the process.

New concealed firearms permit:

Fee \$35.00

1. Complete and sign all forms. *If needed, I can witness your signature on the appropriate release form when you return.*
2. Small headshot photo to be kept with your file. *If you do not have a photo, I can take one when you return with the completed paperwork.*
3. Processing fee as stated on the application (cash or a check made payable to: City of Waterville).
4. Certificate stating proof of completion of a gun safety program/class within the last 5 (five) years – this is a State law (ex.: a local agency, NRA, hunting safety course, military discharge papers within 5 yrs.). We will make a copy for our files.

Renewal of a concealed weapon permit:

Fee \$20.00

#1, #2 and #3 as stated above.

1. Application for renewal must be made within 6 months after expiration of permit or "new" permit fee and requirements may apply.
2. Please bring in your current concealed firearms permit. *We will retain a copy for our file.*

Change of Address:

Fee \$2.00

If within the City of Waterville, bring in the current permit within 30 days and a new one will be issued. If moving to Waterville from another city, the police department may ask for supporting documentation before approving the permit. If moving from another city, please be prepared to provide documentation that you reside in Waterville.

All applicants:

Please call me prior to turning in your completed paperwork to ensure I am here to assist you when you come in (Kathleen Kenney-Haley, direct line: 207-680-4704).

When you return with the completed information, I will make a copy of your driver's license. In addition, you must provide your social security number and a contact phone number in case there are any questions regarding your application request.

The process takes approximately 30 days from the time we receive all the necessary information. We will mail the permit upon approval. If you have any questions, you may contact me at the telephone number listed below.

Sincerely,

Kathleen Kenney-Haley
Executive Assistant

(rev. 05/10)